

**B**

C-19

VIKRAM

# COMPUTER STUDIES

## Question Papers

with Lesson Plan

**CLASS - 3****Formative Assessment : I****Formative Assessment : II****Formative Assessment : III****Formative Assessment : IV****Summative Assessment : I****Summative Assessment : II****Summative Assessment : III****Total Pages : 24**

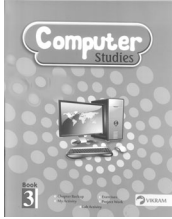
**Note :** These Question Papers are meant for students, using Vikram Text Books and Summative Assessment Papers are also complement for schools. The price of Rs. 2/- against Formative Assessment Papers also charged nominally towards transportation and handling charges only and to avoid misuse/wastage.

**Total : 1 Set****No. of Students : 1**

# LESSON PLAN

**CLASS : 3**

	Months	Vikram Computer Studies
		Chapters
FA – I	June – July	Chapter : 1
FA – II	August	Chapter : 2
SA – I	September	Chapters : 1 – 3
FA – III	October – November	Chapters : 4, 5
SA – II	December	Chapters : 1 – 6
FA – IV	January – February	Chapters : 7, 8
	March	Revision
SA – III	April	Chapters : 1 – 9



# FORMATIVE ASSESSMENT - I

## Class - 3 :: Vikram Computer Studies

Syllabus :  
Text Book : (Lesson - 1)  
Page No. 5 - 11

# 25

Time : 1 Hour

Max.Marks: 25

Vikram  
Text Book - 3

Name :

Section :

Roll No.

A. Answer the following questions.

[4 × 3 = 12 M]

1) List any two features of a computer.

---



---

2) Name different parts of CPU ?

---



---

3) What is computer ?

---



---

4) What is the function of control unit ?

---



---

B. Fill in the blanks with the words given in the box below :

[5 × 1 = 5 M]

CPU    input    information    store    CU

1) Putting the raw data and instruction in computer is known as \_\_\_\_\_ .

2) \_\_\_\_\_ is known as the brain of the computer.

3) \_\_\_\_\_ is a final result that is generated from the raw data after processing.

4) A computer can \_\_\_\_\_ a large amount of information.

5) \_\_\_\_\_ is known as the heart of the computer.

C. Tick ( ✓ ) the correct option :

[3 × 1 = 3M]

1) \_\_\_\_\_ can be words, numbers, pictures or sound.

- a) Data       b) processing       c) information

2) CU Controls all the \_\_\_\_\_ of computer.

- a) Calculations       b) Activities       c) Instructions

3) A computer works on the principle of \_\_\_\_\_ cycle.

- a) IPO       b) PIO       c) OPI

D. State 'T' for true and 'F' for false for given statements.

[5 × 1 = 5 M]

1) Control unit performs all arithmetic and logical calculations.

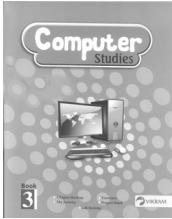
2) Raw material feeded into computer is known as information.

3) The Output printed on paper is known as soft copy.

4) Mouse is a input device.

5) A computer does not depend on us.





## Class - 3 :: Vikram Computer Studies

Syllabus :  
Text Book : (Lesson - 2)  
Page No. 12 - 19

25

Time : 1 Hour

Max.Marks: 25

Vikram  
Text Book - 3

Name :

Section :

Roll No.

## A. Answer the following questions.

[4 × 3 = 12 M]

1) Define software ? Give any two examples.

---



---

2) Which software is used to play movies on computer ?

---



---

3) Give any three differences between hardware and software.

---



---

4) What is an operating system ? Give an example.

---



---

## B. Fill in the blanks with the words given in the box below :

[5 × 1 = 5 M]

Storage devices, Hardware, Output devices, Software, Operating system

1) The devices that give result after processing are called \_\_\_\_\_.

2) A set of instructions given to a computer is called \_\_\_\_\_.

3) The parts of a computer that can be touched are called \_\_\_\_\_.

4) The devices used for storing data are called \_\_\_\_\_.

5) \_\_\_\_\_ is a set of programs designed to control the functions of computer and to perform user's work.

C. Write 'T' for true and 'F' for false statements :

[5 × 1 = 5M]

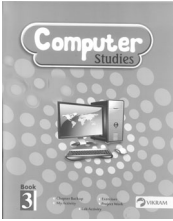
- 1) A paint program is used for drawing pictures.
- 2) Window media player is used to write applications on computer.
- 3) Keyboard, mouse, CPU are parts of hardware.
- 4) We can run the computer without software in it.
- 5) CPU performs all calculation and is known as brain of computer.

D. Tick ( ✓ ) the correct option :

[3 × 1 = 3 M]

- 1) A set of programs that tell a computer what to do is called. \_\_\_\_\_
  - a) Software
  - b) Hardware
  - c) Input devices
- 2) Software are of \_\_\_\_\_ types.
  - a) Three
  - b) Two
  - c) One
- 3) All physical components of computer that can be seen and touched are known as \_\_\_\_\_.
  - a) Hardware
  - b) Software
  - c) Output devices





## Class - 3 :: Vikram Computer Studies

Syllabus :  
Text Book : (4, 5 Lessons)  
Page No. 29 - 49

25

Vikram  
Text Book - 3

Time : 1 Hour

Max.Marks: 25

Name :

Section :

Roll No.

A. Answer the following questions.

[5 × 2 = 10 M]

1) Explain MS Word 2016.

---



---

2) List any three features of Word 2016.

---



---

3) What is bricks tool ? Write the steps to use it.

---



---

4) What is rain tool ? How will you apply it in your drawing ?

---



---

5) What is the difference between moving and copying the text ?

---



---

B. Tick ( ✓ ) the correct option :

[5 × 1 = 5 M]

1) Which of the following contains various basic tools and application controls ?

a) Tool box     b) Canvas     c) Selector     d) None of these

2) Which of these is like a readymade part that can be used to make some pattern by repeating many times in a drawing.

a) Picture     b) Stamp     c) Both     d) None

3) Deleting means :

- a) to add a text       b) both       c) to erase a text

4) Grammatical error in a sentence is indicated by a \_\_\_\_\_ under that sentence.

- a) red line       b) green line       c) blue line

5) Which of these is / are part of Brick's tool ?

- a) Small bricks       b) Large bricks       c) Both       d) None

C. Fill in the blanks with the help of words given in the box. [5 × 1 = 5 M]

Selector, drawing area, Tux paint, two, rain

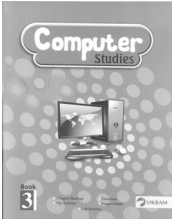
- 1) \_\_\_\_\_ is an easy to use software.
- 2) You can draw \_\_\_\_\_ types of bricks.
- 3) \_\_\_\_\_ contains many selectable objects.
- 4) \_\_\_\_\_ tool is used to add rain drops in your drawing.
- 5) Canvas is the \_\_\_\_\_ of tux paint.

D. State 'T' for true and 'F' for false : [5 × 1 = 5 M]

- 1) To select a paragraph double click anywhere in the paragraph.
- 2) Words with incorrect spelling are underlined with red colour.
- 3) After copying, text is available at its original and also at the new location.
- 4) Thesaurus present in language group of Review tab.
- 5) Redo is a process to reserve the action performed by Undo.







## Class - 3 :: Vikram Computer Studies

Syllabus :  
Text Book : (7, 8 Lessons)  
Page No. 59 - 76

25

Vikram  
Text Book - 3

Time : 1 Hour

Max.Marks: 25

Name :

Section :

Roll No.

A. Answer the following questions.

[5 × 2 = 10 M]

1) Which tool do we use to add a text below the drawing ?

---



---

2) Which block should be used to play the Sound of a Sprite ?

---



---

3) What do you mean by MS - Paint ?

---



---

4) What are the various selection tools in MS - Paint ?

---



---

5) Write the steps to make a new project in scratch.

---



---

B. Fill in the blanks with the words given in the box.

[5 × 1 = 5 M]

Sounds, Looks, baby, Stop All Sounds, Set volume to ( ) %

1) We can add sounds using \_\_\_\_\_ tab on script area.

2) \_\_\_\_\_ set a sprite's volume.

3) When we go ahead with a new scratch project, it starts with \_\_\_\_\_ sprite.

4) If we want a sprite to say something you can use \_\_\_\_\_ block.

5) \_\_\_\_\_ option cancel all the currently playing sound.

**C. Tick ( ✓ ) the correct option :**

**[5 × 1 = 5 M]**

1) Which tool is used to add text with the image ?

- a) Text       b) Image       c) Color

2) Which block contains sound tab ?

- a) Motion       b) Looks       c) Pen       d) Sound

3) Magnifier tool allows us to :

- a) zoom in       b) zoom out       c) None

4) Which tool is used to eraser a past of drawing ?

- a) Crop       b) Delete       c) Eraser

5) \_\_\_\_\_ block controls the appearance of the sprite.

- a) File       b) Costumes   
c) Looks       d) Operators look

**D. Write 'T' for true and 'F' for false statements :**

**[5 × 1 = 5 M]**

1) Motion block contains say ( ) option.

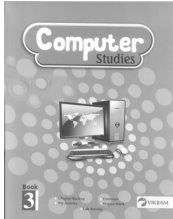
2) We can repeat the actions of sprite as many times as required.

3) A new project in scratch is made in scratch program's editor.

4) A sprite cannot speak in a scratch project.

5) Sound block menu contains blocks to play sound in scratch project.



**Class - 3 :: Vikram Computer Studies**

Syllabus :  
Text Book : (1 to 3 Lessons)  
Page No. 5 - 28

**50****Time : 2½ Hours****Max.Marks: 50**

**Vikram  
Text Book - 3**

**Name :****Section :****Roll No.****A. Answer the following questions.****[9 × 2 = 18 M]**

1) Define hardware ? Give two examples.

---



---

2) Name different parts of CPU ?

---



---

3) What is an Operating system ? Give an example.

---



---

4) What is computer ?

---



---

5) Write any two features of windows 10.

---



---

6) What is Communication Software ? Give an example.

---



---

7) Name the devices that is known as the brain of a computer.

---



---

8) Define the term windows.

---

---

9) What is Screen Saver ?

---

---

B. Tick ( ✓ ) the correct option :

[11 × 1 = 11 M]

1) Make a \_\_\_\_\_ click on some blank area in desktop to change the background.

- a) Left     b) Right     c) Double     d) Single

2) To arrange the icons on the desktop \_\_\_\_\_ click on the blank area.

- a) Left     b) Right     c) Double     d) All of these

3) A set of programs that tell a computer what to do is called \_\_\_\_\_.

- a) Software     b) Hardware     c) Input devices

4) CU controls all the \_\_\_\_\_ of computer.

- a) Calculations     b) Activities     c) Instructions

5) \_\_\_\_\_ can be words, numbers, pictures or sound.

- a) Data     b) Processing     c) Information

6) Which program manages all the jobs of a computer ?

- a) Operating system     b) Taskbar   
c) CPU     d) Screen Saver

7) Which of these is a component of window 10 ?

- a) Desktop     b) Cortana Search box   
c) Icons     d) All of these

8) Where do you have the option to shut down windows 10 ?

- a) Start button                       b) Taskbar   
c) Desktop                               d) None of these

9) MS Dos, Windows, UNIX, LINUX are exmaple of

- a) Application Software     b) System Software     c) Utility Software

10) Software are of \_\_\_\_\_ types.

- a) Three                       b) Two                       c) One

11) A computer works on the principle of \_\_\_\_\_ cycle.

- a) IPO                       b) PIO                       c) OPI

C. Fill in the blanks with the words given in the box below :                      [10 × 1 = 10 M]

Customization, Start, Taskview, Taskbar, Window store, storage devices, Hardware, Output devices, Software, Operating system.

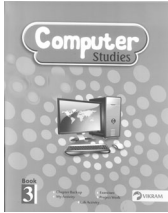
- 1) \_\_\_\_\_ application provides paid and free games, apps.
- 2) On clicking \_\_\_\_\_ button, the list of options appears.
- 3) The devices used for storing data are called \_\_\_\_\_.
- 4) A set of instructions given to a computer is called \_\_\_\_\_.
- 5) The \_\_\_\_\_ is a long horizontal bar at the bottom of the desktop.
- 6) \_\_\_\_\_ button provides the ability to open multiple desktops at the same time.
- 7) The parts of a computer that can be touched are called \_\_\_\_\_.
- 8) The devices that give result after processing are called \_\_\_\_\_.
- 9) \_\_\_\_\_ is a set of programs designed to control the functions of computer and to perform user's work.
- 10) Way of changing background of desktop is known as \_\_\_\_\_ the desktop.

**D. Write 'T' for true and 'F' for false statements :**

**[11 × 1 = 11 M]**

- 1) Small pictures on the desktop is known as icons.
- 2) Shutting down means turning on a computer.
- 3) Keyboard, Mouse, CPU are parts of hardware.
- 4) The output printed on paper is known as soft copy.
- 5) A computer does not depend on us.
- 6) Windows 10 is the latest version of Microsoft Operating System.
- 7) Background of the desktop can't be changed.
- 8) Sorting means arranging icons in a proper sequence.
- 9) Window media player is used to write applications on computer.
- 10) We can run the computer without software in it.
- 11) Mouse is a Input device.





## Class - 3 :: Vikram Computer Studies

Syllabus :  
Text Book : (1 to 6 Lessons)  
Page No. 5 - 58

50

Time : 2½ Hours

Max.Marks: 50

Vikram  
Text Book - 3

Name :

Section :

Roll No.

A. Answer the following questions.

[12 × 2 = 24 M]

1) What does formatting mean MS. Word ?

---



---

2) What is the difference between moving and copying the text ?

---



---

3) Define the term windows.

---



---

4) Define software ? Give any two examples.

---



---

5) List any two features of a computer.

---



---

6) Write the steps to apply border and shading.

---



---

7) List the various change options available in MS Word 2016.

---

---

8) Write steps to make a spell check in you document.

---

---

9) What is stamp tool ? How can you use it in your drawing ?

---

---

10) What are the features of TUX Paint ?

---

---

11) Explain the use of start button.

---

---

12) Give any three differences between hardware and software.

---

---

**B. Fill in the blanks with the words given in the box below : [10 × 1 = 10 M]**

<b>CPU, Input, Information, Store, CU, Calibri, Home, Bullets, Dropcaps, Superscript</b>
--

- 1) \_\_\_\_\_ are small graphical symbols.
- 2) \_\_\_\_\_ is a large initial letter that drops below the first line of a paragraph.
- 3) Putting the raw data and instruction in computer is known as \_\_\_\_\_.
- 4) \_\_\_\_\_ is known as the brain of the computer.
- 5) \_\_\_\_\_ default font for MS Word 2016.
- 6) Clicking \_\_\_\_\_ tab displays the font group.



- 7) \_\_\_\_\_ option places the selected text slightly above the baseline.
- 8) \_\_\_\_\_ is a final result that is generated from the raw data after processing.
- 9) A computer can \_\_\_\_\_ a large amount of information.
- 10) \_\_\_\_\_ is known as the heart of the computer.

**C. State 'T' for true and 'F' for false :**

**[6 × 1 = 6 M]**

- 1) You can delete drawing using paint button.
- 2) CPU performs all calculation and is known as brain of computer.
- 3) We can apply bullets to a text document by selecting the bullets button.
- 4) Thesaurus present in language group of Review tab.
- 5) Windows 10 is the latest version of Microsoft operating system.
- 6) Raw material feeded into computer is known as information.

**D. Tick (✓) the correct option :**

**[10 × 1 = 10 M]**

- 1) Where do you have the option to shut down windows 10 ?
- a) Start button       b) Taskbar
- c) Desktop       d) None of these
- 2) Which of these is like a readymade part that can be used to make some pattern by repeating many times in a drawing.
- a) Picture       b) Stamp       c) Both       d) None
- 3) Keyboard shortcut to copy entire document is :
- a) Ctrl + X       b) Ctrl + C       c) Ctrl + V
- 4) \_\_\_\_\_ option available in paragraph group of Home tab.
- a) Font color       b) Format painter
- c) Border and shading       d) None of these

5) Data and instructions entered into a computer, first go to :

- a) ALU  b) CU  c) MU

6) A set of programs that tell a computer what to do is called \_\_\_\_\_.

- a) Software  b) Hardware  c) Input devices

7) Which program manages all the jobs of a computer ?

- a) Operating system  b) Taskbar   
c) CPU  d) Screen Saver

8) Which of these is / are part of Brick's tool ?

- a) Small bricks  b) Large bricks   
c) Both  d) None

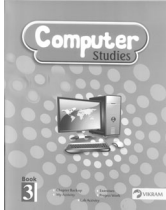
9) Grammatical error in a sentence is indicated by a \_\_\_\_\_ under that sentence.

- a) Red line  b) green line  c) blue line

10) In MS Word we can :

- a) Italic a text  b) Bold a text   
c) Underline a text  d) All of these



**Class - 3 :: Vikram Computer Studies**

Syllabus :  
Text Book : (1 to 9 Lessons)  
Page No. 5 - 82

**50****Time : 2½ Hours****Max.Marks: 50**

**Vikram  
Text Book - 3**

**Name :****Section :****Roll No.****A. Answer the following questions.****[15 × 2 = 30 M]**

1) What is the function of disk defragmenter ?

---



---

2) What are the two ways to flip a picture ? Explain any one.

---



---

3) Explain MS Word 2016.

---



---

4) Explain the use of start button.

---



---

5) What is the function of control unit ?

---



---

6) List any three features of Word 2016.

---



---

7) What do you need to specify. When you wish to resize an object ?

---



---

8) How should we clean the computer case ?

---

---

9) Write the purpose of scan disk.

---

---

10) How can sound be imported in scratch ?

---

---

11) What is the difference between superscript and subscript option ?

---

---

12) What is rain tool ? How will you apply it in your drawing ?

---

---

13) What is communication software ? Give an example.

---

---

14) Define the term windows.

---

---

15) Write the steps to apply border and shading.

---

---

**B. Fill in the blanks with the words given in the box below : [10 × 1 = 10 M]**

Software, Editing, Bullets, M.S. paint, Looks, unplug, dry, drawing area, window store, input

- 1) \_\_\_\_\_ application provides paid and free games, apps.
- 2) Making changes in the document is called \_\_\_\_\_ .
- 3) Clean the screen of the monitor with \_\_\_\_\_ cloth.
- 4) We should switch off and \_\_\_\_\_ the system before start cleaning the computer.
- 5) Putting the raw data and instruction in computer is known as \_\_\_\_\_ .
- 6) A set of instructions given to a computer is called \_\_\_\_\_ .
- 7) Canvas is the \_\_\_\_\_ of tux paint.
- 8) \_\_\_\_\_ are small graphical symbols.
- 9) If we want a sprite to say. Something you can use \_\_\_\_\_ block.
- 10) \_\_\_\_\_ is used to draw pictures and paint them with different colour.

**C. Write 'T' for true and 'F' for false statements : [10 × ½ = 5 M]**

- 1) Sound block menu contains blocks to play sound in scratch project.
- 2) Skewing means to rotate a part of drawing.
- 3) Redo is a process to reserve the action performed by undo.
- 4) Key board, Mouse, CPU are parts of hardware.
- 5) We spray water to clean the mouse.
- 6) Through disk cleanup, we can remove downloaded program files.
- 7) A duplicate copy of object appears on the right corner of the drawing area.
- 8) Default font size for MS Word is 11 point.
- 9) Tux paint is a free software.
- 10) Background of the desktop can't be changes.

D. Tick ( ✓ ) the correct option :

[5 × 1 = 5 M]

1) \_\_\_\_\_ option available in paragraph group of Home tab.

- |                       |                          |                   |                          |
|-----------------------|--------------------------|-------------------|--------------------------|
| a) Font color         | <input type="checkbox"/> | b) Format painter | <input type="checkbox"/> |
| c) Border and shading | <input type="checkbox"/> | d) None of these  | <input type="checkbox"/> |

2) Which of the following increase the speed or efficiency of computer ?

- |                 |                          |                         |                          |
|-----------------|--------------------------|-------------------------|--------------------------|
| a) Disk cleanup | <input type="checkbox"/> | b) Disk defragmentation | <input type="checkbox"/> |
| c) Scan Disk    | <input type="checkbox"/> | d) None of these        | <input type="checkbox"/> |

3) Which of these is a component of Window 10 ?

- |            |                          |                       |                          |
|------------|--------------------------|-----------------------|--------------------------|
| a) Desktop | <input type="checkbox"/> | b) Cortana Search box | <input type="checkbox"/> |
| c) Icons   | <input type="checkbox"/> | d) All of these       | <input type="checkbox"/> |

4) The Font size box is available on the \_\_\_\_\_ tab.

- |           |                          |         |                          |         |                          |                  |                          |
|-----------|--------------------------|---------|--------------------------|---------|--------------------------|------------------|--------------------------|
| a) Insert | <input type="checkbox"/> | b) Font | <input type="checkbox"/> | c) Home | <input type="checkbox"/> | d) None of these | <input type="checkbox"/> |
|-----------|--------------------------|---------|--------------------------|---------|--------------------------|------------------|--------------------------|

5) Where does lens and LED are located in a mouse ?

- |        |                          |           |                          |           |                          |                  |                          |
|--------|--------------------------|-----------|--------------------------|-----------|--------------------------|------------------|--------------------------|
| a) Top | <input type="checkbox"/> | b) Bottom | <input type="checkbox"/> | c) Centre | <input type="checkbox"/> | d) None of these | <input type="checkbox"/> |
|--------|--------------------------|-----------|--------------------------|-----------|--------------------------|------------------|--------------------------|





